

Residents and Homeowners Associations requesting notification of construction related permits in their subdivision now have the opportunity to register with the Village. Though the Village itself does not have the authority to enforce private covenants, providing the homeowners' and merchants' associations of the Village an opportunity to be made aware of construction within covenant controlled developments and subdivisions improves coordination and communication in two parallel, yet separate processes.

For properties within the Village that are subject to private covenants, conditions, or restrictions, the following procedure will be administered in conjunction with the building and site permit process. In situations where emergency actions may be required, the Village reserves the right to forgo the understated processes in order to allow the abatement of nuisances or potential hazards.

1). The agent or administrator of the private covenants shall register with the Village Board of Trustees in writing, with a request to notify the agent or administrator of an application for issuance of construction or development related permits pursuant to Section 9-1-3 (F) of the Village Code.

Said request shall include:

- A reaffirmation and nature of the request;
- The name of the Covenant Administrator or appointed body lawfully charged with the administration of the covenants;
- A statement indicating that the owners represented by the administrator and bound by the covenants have assented to the administrator/agent's representative authority;
- A list of the subject properties or subdivisions in question (as identified by PIN or common address); and
- Updated contact information, including fax, phone, email, and mailing address, for the dissemination of relevant building related correspondence.

The Village Board will hear the request at a regularly scheduled meeting and determine that the information supplied is sufficient and meets the intent of the ordinance.

2. For each property in the Village there may be only one registered Covenant Administrator for the purpose of receiving notice of applications for construction or development-related permits.

3. Once registered by the Village, permits for registered properties and subdivisions that lack acknowledgement letters from the registered Covenant Administrator will not be reviewed by the Building or Engineering Departments, except as followed:

a. Upon submission of a completed permit application that lacks an acknowledgment letter, the Building Department shall attempt to contact the registered Covenant Administrator in writing and shall make a record of the notification within the Building Permit File. Notice to the Covenant Administrator shall be by first class mail to the last address provided to the Village.

b. Once the letter to the Covenant Administrator is submitted, the Building Department will hold the permit for no longer than 14 calendar days prior to the review of the permit. Once the 14 days has lapsed, or upon written notification from the Covenant Administrator, whichever is first, the permit shall enter into the review process pursuant to Title 9 of the Village Code.

c. Any deadline or duration for review of construction or development-related permit applications provided for by state or local law shall be stayed during the notice and acknowledgment period provided for herein.

Associations that wish to participate in this notification process should read and make application to the Village Board. If you have questions regarding the process or registration please call Dustin Nilsen or Bill Rantz, Village of Antioch Planning, Building, and Zoning at (847) 395-9462.